



National Aeronautics and  
Space Administration  
**John C. Stennis Space Center**  
Stennis Space Center, MS  
39529-6000

**SPD 1050.1 Rev. A**  
**December 2007**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center Agreement Preparation, Processing, and Management**

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	<i>Number</i>	<i>Rev.</i>
	Effective Date	December 19, 2007
	Expiration Date:	December 19, 2012
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Responsible Office: Center Operations Directorate		
<b>SUBJECT: Agreement Preparation, Processing, and Management</b>		

## Document History Log

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## 1. POLICY

- a. John C. Stennis Space Center (SSC) shall make available, to the extent practical and consistent with United States law and policy its facilities, equipment, and associated services (resources) for research, development and testing with other entities including industry, universities, government agencies and other Centers. The provision of SSC resources shall be on a noninterference basis.
- b. An agreement shall be prepared whenever there is a commitment of NASA resources involving an entity other than NASA or with another NASA Center. The NASA resources committed to the project may include time and effort of personnel and support services, use of facilities, use of equipment, and where appropriate, direct funding.
- c. All agreements shall comply with NPD 1050.1, Authority to Enter Into Space Act Agreements and adhere to requirements specified in the NASA Advisory Implementing Instruction, NAII 1050.1, Space Act Agreements Manual and as applicable NASA Financial Management Requirements (FMR), Volume 16.
- d. All Space Act Agreements (SAA) generated at SSC shall follow a standard process for their creation, approval, and management. Modifications of agreements shall require the same processes and concurrence as the original agreement. The SSC process is depicted in Attachment A, "SSC Agreement Process Flow Chart."
- e. To the extent applicable and to the extent of the system's capabilities the automated NASA-wide Space Act Agreement (SAAM) System shall be used for the preparation and processing of all SSC agreements. Note: New features are expected to be added periodically; the specific agreement preparation and processing requirements should be determined when the need for an agreement is identified.
- f. All agreement processes internal to NASA/SSC organizations shall be prepared and/or revised to be in compliance with this directive.
- g. The Center Operations Director is assigned the responsibility of Agreement Manager.
- h. A Technical Point of Contact (TPOC), designated by each Directorate, shall have the overall responsibility for coordination and management of all agreement activities for the organization.
- i. Abstracts of all proposed or revised agreements shall be submitted via SSC Form 810 to the Office of Program of Institutional Integration (OPII) for review and approval prior to their formal preparation and negotiation with agreement partners. Reviews will be coordinated through the SSC OPII Review Coordinator (OPIIC).

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j. Formal agreement preparation and negotiations with agreement partners shall not be consummated without OPII review and approval to proceed.

## 2. APPLICABILITY

- a. This policy applies to all NASA personnel at the John C. Stennis Space Center.
- b. This policy governs all SAA agreements between SSC and domestic governmental and nongovernmental entities. Agreements with foreign governments or entities shall be referred to Headquarters for execution per the guidelines contained in NPD 1050.1, Authority to Enter Into Space Act Agreements.

## 3. AUTHORITY

- a. National Aeronautics and Space Act of 1958, as amended.
- b. 5 U.S.C., Section 5701-5709.
- c. NPD 1050.1, Authority to Enter Into Space Act Agreements.

## 4. APPLICABLE DOCUMENTS

All citations are assumed to be the latest version unless otherwise specified.

- a. NASA Financial Management Requirements (FMR), Volume 16.
- b. NAII 1050.1, Space Act Agreements Manual.
- c. SPR 1400.1, Document Preparation, Numbering, and Management.

## 5. RESPONSIBILITIES

### 5.1 Agreement Manager (AM)

The AM (Center Operations Director) is responsible for:

- a. Establishing and overseeing the agreement process for the Center and for the final review of the signature package before submittal to the Director of Stennis Space Center.
- b. Assuring that a technical point of contact (TPOC) within each directorate or organization is designated who shall serve as the chief representative of the organization responsible for entering into an agreement.

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## 5.2 Technical Point of Contact (TPOC)

The TPOC is responsible for:

- a. Identifying needs for agreements and serving as the single organizational contact for all agreement matters and activities within the scope of their organization.
- b. Monitoring activities within the organization and reporting the development of all new and proposed revisions to existing agreements to the Agreement Manager.
- c. Submitting abstracts of all proposed agreements for OPII review and approval through the SSC OPIIC prior to any formal agreement negotiations and preparation.
- d. Gathering the required information and data necessary to compile an agreement.
- e. Serving as primary interface with the external customer.
- f. Interfacing with personnel within the functional area to collect required information to establish reasonable expectations and deadlines for managing the draft, review and approval process of an agreement.
- g. Facilitating meeting the established expectations and deadlines.
- h. Consulting with the Office of Chief Counsel to obtain advice on the agreement and determining any existing relationships through another agreement, grant or mechanism.
- i. Identifying the necessary resources, funding, viability of the business case, and mutually agreed processing times in coordination with the SSC Office of Chief Counsel.
- j. Preparing an Estimated Price Report (EPR) for all agreements (Reimbursable and Nonreimbursable) and submittal of same to the Office of the Chief Financial Officer.
- k. Identifying and ensuring timely involvement of the appropriate reviewing organization in the review and approval process.
- l. Determining the affected SSC organizations to which the agreement must be sent for formal review and concurrence.
- m. Assuring that all necessary information for completing the agreement and coordinating its execution is provided (e.g., names [signatory and mailing], street address, and phone numbers).

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n. Submitting final prepared draft of agreement and all required information to the Agreement Specialist (AS) in Records and Documentation Management Office (RDMO) for final concurrence review routing and processing.

o. Responding to AS notifications for reviews of agreements and notifying the AS whether or not agreements have been completed or will remain in force, will be renewed or revised, or will expire.

p. Assuring that any documentation associated with the agreement and its on-going working implementation is incorporated into the appropriate program or project files.

### **5.3 Agreement Originator (AO)**

The AO is responsible for:

- a. Identifying the need for new or revised agreement(s) and notifying the TPOC, AM, and Agreement Specialist (AS).
- b. Preparing and submitting an abstract of all proposed revisions or new agreements (SSC Form 810) to the SSC OPIIC for coordination of review with the OPII prior to conduct of any negotiations with agreement partners.
- c. Coordinating with the Office of Chief Counsel to determine appropriate agreement type.
- d. Preparing draft agreement document and submitting through the SAAM system.
- e. Preparing in coordination with the TPOC and Office of the Chief Financial Officer an Estimated Price Report (EPR) for the agreement and submitting same with the agreement for review.
- f. Coordinating all inputs and partner reviews.
- g. Coordinating all changes and corrections through the AS for the final agreement document.

### **5.4 OPII Review Coordinator (OPIIC)**

The OPIIC is responsible for:

- a. Reviewing SSC agreement abstracts against OPII core review criteria and determining if formal OPII review is required.
- b. Submitting abstracts (SSC Form 810) to OPII for review and approval.

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- c. Notifying AO and AS of approval or disapproval to proceed with agreement development.

## 5.5 Office of Chief Counsel

The Office of Chief Counsel is responsible for:

- a. Providing advice on development of the agreement. The Office of Chief Counsel consults with the TPOC and/or AO to insure that SSC involvement in the effort is proper, and that the written agreement reflects the correct content.
- b. Providing initial foundation templates for developing agreements that are not accommodated by the SAAM system, assisting in draft agreement development, and identifying specific legal language requirements to be included.
- c. Reviewing all agreements to ensure compliance with applicable statutes, regulations, and policies.
- d. Reviewing the final agreement and providing concurrence.

## 5.6 Office of the Chief Financial Officer

The Office of the Chief Financial Officer is responsible for:

- a. Reviewing and approving the Estimated Price Report (EPR) in coordination with the TPOC and/or AO and insuring that SSC's financial interests are considered.
- b. Reviewing the final agreement and providing concurrence.

## 5.7 Organizations Affected by Agreements

Organizations affected by agreements are responsible for reviewing agreements impacting their functions and providing consolidated comments and concurrence in a timely manner.

## 5.8 Records and Documentation Management Office (RDMO) — Agreement Specialist (AS)

The RDMO is responsible for:

- a. Serving as the Agreement Specialist for the general coordination of agreement preparation and proving local management of the SAAM system requirements.
- b. Processing all agreements and serving as the SSC Office of Record for all agreements.

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- c. Maintaining final original copies of all signed agreements and posting electronic copy into Tech Doc with the appropriate security controls.
- d. Assigning unique numbers for each agreement through the Stennis Document Numbering System (SDNS) process per SPR 1400.1.
- e. Routing agreements to the appropriate reviewing organizations via the SAAM system.
- f. Preparing the final review/signature package for the signing official(s).
- g. Generating reports through Tech Doc of all agreements that are expiring within a 3 month period and sending monthly notifications to the appropriate TPOC.

## 6. MEASUREMENTS

The Agreement Manager shall measure and monitor compliance with this Directive as well as monitor the timeliness of processing of agreements through the system.

## 7. CANCELLATION

None

*Signature on File*

Robert. D. Cabana  
Director

Attachment: Development and Approval Process for Agreements.

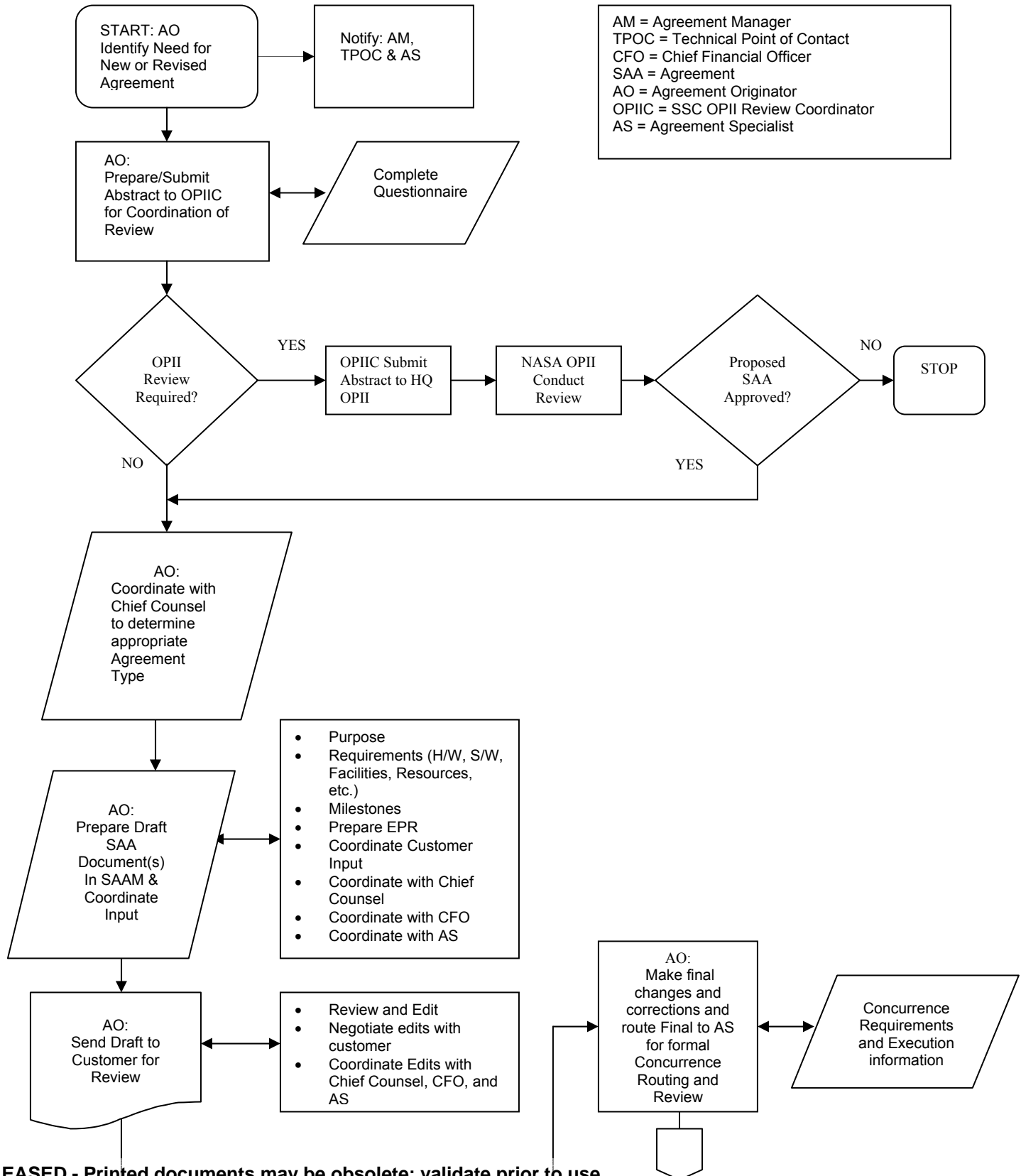
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### SSC AGREEMENT PROCESS FLOW CHART



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